

2008 Registration Cancellation Form

Registration refunds are possible with receipt of this form to Conference Services a week (seven days) or more prior to the first day of the conference. Please note that late fees are not refundable and will not be included in the calculations of the refund amount. Please fax this form to (434) 924-1027 to ensure timely receipt. Please be sure to complete this form in its entirety.

Cancellation Policies:

- 1) Refunds are available if Conference Services receives this form seven days or more prior to the start date of the conference. You will receive a refund less a \$40.00 cancellation fee.

- 2) Refunds are not available the week (seven days) prior to the Conference start date.

Name (Last, First): _____

Conference Name: _____

Conference Start Date: _____ **Conference End Date:** _____

Reason for Cancellation: _____

Amount of Requested Refund: _____

Amount of Refund (to be completed by Conference Services Staff only): _____

If original payment was made by cash or check, and a refund is due:

- I have submitted a **Vendor Registration Form** to University of Virginia Procurement Services
(See the second page of this form for cash or check refund instructions)

By signing below, I certify that I am canceling my registration as specified above and that all of the information is correct. I am also in agreement with the amount of my registration refund and understand the refund policies.

Signature: _____ Date: _____

Instructions for Refund of Cash or Check Payments

All cancellations require the Cancellation Form on the previous page to be submitted with your signature.

In addition, if you paid by cash or check and a refund is due:

United States Internal Revenue Service (IRS) regulations require registration of all payees in the University system before any payment or reimbursement can be issued. This requirement applies to any individual (whether U.S. citizen, U.S. permanent resident, resident alien, non-resident alien, or foreign person) who is seeking payment or reimbursement from the University of Virginia.

To register as a payee with the University, complete and submit the [Vendor Registration Form](https://www.procurement.virginia.edu/main/frms/VendorReg.php) at <https://www.procurement.virginia.edu/main/frms/VendorReg.php>.

It is very important that this form is completed and submitted by the individual or by his/her authorized agent. UVA staff cannot furnish this information on behalf of the individual.

As an individual submitting the Vendor Registration Form in order to receive a refund, you will enter your Vendor Type as "Individual" and your Relationship with UVA as "Not a supplier". You will then be prompted to enter IRS information including your name, address, phone number, e-mail address and Social Security Number or Individual Taxpayer Identification Number, if applicable.

Refunds for cash or check purchases cannot be issued until the Vendor Registration Form is received by University of Virginia Procurement Services. After submission of the form, refunds may take 6-8 weeks to process.